

Position Vacancy

Part-time Driver

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of part-time driver located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

OPEN TO: All interested parties
POSITION: Part-time Driver
OPENING DATE: 7 September 2021
CLOSING DATE: 30 September 2021
WORK HOURS: 40 hours per week. Six-month contract from January 1, 2022 – June 30, 2022, includes certain benefits and a contract completion bonus.
SALARY: ¥260,000/Month

PLEASE NOTE:

1. Only candidates selected for an interview will be contacted
2. This position is not a U.S. Federal Government position.
3. U.S. citizens/green card holders fall under U.S. IRS requirements.
4. The EWA will not sponsor work visas in Japan. Candidates must have a residency or work permit that allows sufficient work privilege.

BASIC FUNCTIONS OF POSITION:

EWA is a private association of employees of the U.S. Embassy Tokyo. Incumbent will primarily drive one of three routes for our school bus service in Tokyo. Duties include, but are not limited to, driving school bus, driving for private charters and tours, basic maintenance of vehicles (cleaning, refueling), deliveries, and assisting with other duties assigned by the EWA Fleet Manager.

QUALIFICATIONS REQUIRED:

1. Education: Completion of Secondary School required.
2. Prior Work Experience: 5 years of experience operating a vehicle, including local roads and on the highway.
3. Language Proficiency: Clear understanding and ability to communicate in English and Japanese.
4. Knowledge: A good working knowledge of traffic patterns, highway entrances/exits, and Tokyo neighborhoods, including but not limited to Minato-ku, Shibuya-ku, and Meguro-ku.
5. Skills: We require the driver to hold an Oogata (大型免許) license. A forklift license is a plus.

SELECTION CRITERIA:

1. All qualified candidates with a residency permit in Japan are encouraged to apply.
2. All qualified Japanese citizens are encouraged to apply.
3. A successful background investigation will be required prior to employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae.
2. High school diploma or equivalent.
3. Proof of residency/work permit in Japan.
4. A minimum of two references.

SUBMIT APPLICATIONS TO:Mail:

U.S. Embassy Tokyo
EWA Office Assistant
2-1-1 Roppongi, Minato-ku
Tokyo, 106-0032

or

E-Mail:

ewafleetmanager@gmail.com